

Catholic Schools Employment Application

Roman Catholic Diocese of Syracuse

Send completed application to: Catholic Schools Office, Syracuse Diocese, 240 East Onondaga St, PO Box 511, Syracuse, NY 13201-0511

Last Name	First	Middle	Social Security No.	Date
Is additional information relative to a name change or nickname necessary to check on your work records? If Yes, please explain:				
Present Street Address			City	State Zip
Permanent Address (if different from present address)			Daytime Phone ()	
			Evening Phone ()	
			Cell Phone ()	
			Email Address	
Have you ever been an employee or volunteer in any Diocese, including in the Diocese of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, give details: _____			Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	

When are you available to start working, specify date: _____

I am a U.S. Citizen or have the legal right to accept employment in the U.S. Yes No

Have you ever received Virtus Training (when/where/by whom)? _____
If No, please give the date of your last Criminal Background Check: _____

	Name and Location of School	Number of Years/Credit Hrs. completed	Minor/Major & Degree Received
High School			
College			Degree Earned:
College			Degree Earned:
Postgraduate School			Degree Earned:
Other Training			Degree/Certification Earned:

The Catholic Schools of the Diocese of Syracuse are fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age, or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions. It is the policy of our schools to promote equal opportunity relative to recruitment, employment, training and development as well as the terms and conditions of employment, consistent with the teaching, the doctrine and the Canon Law of the Roman Catholic Church.

EMPLOYMENT and VOLUNTEER ACTIVITIES -

Please list all present and former employment and volunteer activities beginning with your present or most recent position. Use additional pages if needed. Please attach a resume or curriculum vitae. Recent college graduates that request their college or university send their placement folder to the CSO address on the first page.

Company Organization Name		Phone ()
Address		When (Month & Year) From To
Position/Grade/Subject:	Paid or Volunteer	Reason for leaving
Duties		
Company Organization Name		Phone ()
Address		When (Month & Year) From To
Position/Grade/Subject:	Paid or Volunteer	Reason for leaving
Duties		
Company Organization Name		Phone ()
Address		When (Month & Year) From To
Position/Grade/Subject:	Paid or Volunteer	Reason for leaving
Duties		
Company Organization Name		Phone ()
Address		When (Month & Year) From To
Position/Grade/Subject:	Paid or Volunteer	Reason for leaving
Duties		

Have you served in the Armed Forces of the United States? [] Yes [] No Branch : _____

Period of Active Duty _____ to _____ Position at Discharge: _____ Date of Final Discharge: _____

PROFESSIONAL REFERENCES - If you have resided in this area for less than 2 years, please provide at least one reference from your previous area of residence.

Name: _____ Phone No. () _____ - Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - Title: _____

Address: _____ City: _____ State: _____ Zip: _____

I. Has a civil complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? Yes No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally handicapped, etc.)? Yes No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service; supervisor's name, and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? Yes No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

IV. Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

Have you previously applied to the Syracuse Diocese Catholic School Office? Yes No, If yes, year and position? _____

Religion: _____ Church of Attendance: _____

I am interested in teaching the following: Secondary (7-12), subject area(s): _____

Elementary: Pre-K, K-3, 4-6, preferred subject area(s): _____

Check area(s) where you would be willing to work: Cortland Utica Syracuse Norwich
 Oswego Rome Binghamton

I am interested in teaching opportunities: Full-time, Part-time, Substitute work

I have experience as a full-time teacher: Yes, No, If yes, for how many years? _____

Where? _____

I have experience as a part-time teacher: Yes, No, If yes, for how many years? _____

Where? _____

Certifications:

State/Agency	Type	Area	Certification Number	Date Issued	Expiration

Recent Professional and Civic Activities: (please provide description and dates of workshops, in-service, volunteer programs, etc.)

If you have other skills that will enhance our Catholic schools? (please list them):

Why do you wish to teach in a Catholic School? (An additional sheet may be attached)

Guiding Principles for Teachers/Administrators in Catholic Schools:

Education is one of the most important missions of the Church. All Catholic School educators continue to share in the mission of the Church "making faith become living, conscious and active through the light of instruction." (To Teach as Jesus Did) "The Catholic School is the most unique setting within which this ideal can be realized. Indeed, Catholic Schools are the most effective means available to the Church for the education of children and young people." (Sharing the Light of Faith)

The success of our Catholic educational system depends upon professional competence and the quality of instruction. It also depends on the dedication and commitment of the educator.

_____ (initial)	I have read the guiding principles and I agree that, if employed by a Catholic School in the Diocese of Syracuse, I will teach and act in accordance therewith.
_____ (initial)	I understand that the credentials filed in support of this application become the property of the Catholic Schools Office and will not be returned to me.
_____ (initial)	I further realize that any material omission or falsification of information provided by me in this application will result in its invalidation.

NOTE: Any correspondence, interview notes and the results of the criminal background check and reference checks will be filed with this application. The use of this application form by the Diocese or an individual entity in no way indicates that employment is offered or necessarily will be offered by the Diocese of Syracuse. Eligible applicants may be offered employment by the local entity, which is the employer of record.

IMPORTANT: By my signature below, I certify that the information provided in this application is true, correct and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the Diocese of Syracuse and the Diocesan locations from any and all resultant liability. If welcomed as an employee, I will abide by the "Child and Youth Protection Policy" and the other policies and procedures of the Diocese of Syracuse. I understand that acceptance of an offer does not create any obligation upon the diocese to permit my continuing service.

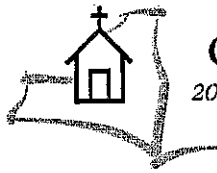
I further understand that while not all positions are security sensitive, I acknowledge that all employees are required to undergo a criminal background check and Virtus Training.

I will be required to furnish proof of identity in association with the Criminal Background Check.

Signature: _____ **Date:** _____

CHECKLIST FOR THE APPLICANT:

- Completed Catholic Schools Employment Application and a copy of my resume/curriculum vitae and letter of introduction.
- Carefully read/initialed/signed the statements required by this application.
- Arranged to have an official transcript sent to the Catholic School Office from each college and university that I have attended
- Arranged to have letters of recommendation on my behalf, as a recent graduate, my placement file sent to the Catholic School Office.
- Arranged to have the Pastor's Approval Form, or an equivalent letter of recommendation by the appropriate leader of my faith community, sent directly to the Catholic School Office



INSERT NAME OF SCHOOL

**AFFIDAVIT OF CRIMINAL HISTORY AND
ADDENDUM TO EMPLOYMENT CONTRACT**

Insert Name ("Applicant"), has applied with Insert Name of School ("School") for the position of Insert Name of Position. The Applicant understands that the School is relying upon the information that the Applicant has provided it in support of [his/her] application, including information regarding [his/her] criminal history, if any.

The Applicant understands and hereby agrees that any offer of employment by the School is conditional upon the satisfactory completion of a background investigation of the Applicant's criminal history. School and/or diocesan officials shall be the sole arbiters of what constitutes an unsatisfactory background investigation result. Further, a background investigation result that is inconsistent with any information provided in the Applicant's application material, including this affidavit, shall be deemed an unsatisfactory result. In the event of an unsatisfactory background investigation result, the School's offer of employment shall be withdrawn as if never given and the Applicant's employment with the School, if any, shall be concluded without recourse.

Accordingly, and in support of the Applicant's request for employment, [he/she] represents and swears as follows:

1. The Applicant states that [he/she] has no misdemeanor or felony conviction.

or

2. The Applicant was convicted of the charge of Insert Name of Charge in the Insert Name of Court Court on or about Insert Date.

3. The Applicant provides the following explanation or information regarding the conviction:

(Attach page(s) if necessary)

Sworn to before me this

_____ day of _____.

Notary Public

REQUEST FOR RELEASE OF INFORMATION

I, _____, have applied for employment with the Roman Catholic Diocese of Syracuse, New York ("Diocese"), and as part of its application process, I hereby request and authorize any recipient of this request to provide the Diocese and any of its representatives with any information, documents, and/or other material that in any way relate to any of my employment, education, associations, history, work, or any other matter and in regard to any thing, orally and/or in writing, as the Diocese might request, without any notice to or further consent from me.

In consideration of such efforts in response to my request and my participation in the Diocese's application process, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, I release and forever discharge any recipient of this request and the Diocese, together with their employees, agents and/or representatives, from any and all liability and potential claims of any sort, whether sounding in contract, tort, statute, or otherwise, relative to the request, dissemination, and/or preparation of any material or information relative to this request.

I acknowledge and affirm that I have had a full and adequate opportunity to consider this document, including the request and promises contained herein, and I have had an adequate opportunity to consult with such advisors as I chose in its regard.

Dated: _____, 200_

Signature of Applicant

Sworn to before me
this __ day of _____, 200_

Notary Public

**CATHOLIC SCHOOL OFFICE
DIOCESE OF SYRACUSE**

**STATEMENT VERIFYING PROFESSION AND PRACTICE OF THE
CATHOLIC FAITH**

Directions to Applicant:

Please give this form to your Pastor and have it returned to the address at the bottom of the page.

Directions to Pastor:

Based on your knowledge of this applicant who is seeking a position in Catholic School Administration, please respond to the following:

To the best of my knowledge _____

does _____ does not _____ (check appropriate response) profess and faithfully practice the Catholic Faith.

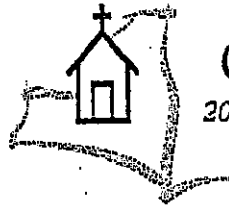
Comments:

Signature: _____

Parish: _____

Date: _____

Please send this form directly to: Superintendent of Schools
Catholic School Office
240 East Onondaga Street
P.O. Box 511
Syracuse, New York 13201



CATHOLIC SCHOOLS
200 Years of Excellence In New York State
1800 - 2000

VERIFICATION OF REFERRALS

Request these references at the time of the interview. The references need to be persons *other* than those who have provided written references for the applicant. The references should be *predominantly professional references*. References need to be consulted prior to any offer of employment is made by the school. This form should be placed in the teacher or administrator's personnel file.

Name of Applicant: _____

Date of Reference Verification: _____

Position Applied For: _____

References Provided by Applicant:

(1) Name: _____
Phone Number: _____
Address: _____
Position: _____
Relation to Applicant: _____

(2) Name: _____
Phone Number: _____
Address: _____
Position: _____
Relation to Applicant: _____

(3) Name: _____
Phone Number: _____
Address: _____
Position: _____
a. Relation to Applicant: _____

(4) (4) Name: _____
Phone Number: _____
Address: _____
Position: _____

Relation to Applicant: _____

1. References Contacted:

Name: _____

Date of Contacts: _____

Information Provided by Reference:

Would reference rehire applicant? Yes ___ No ___

Why or why not?

Principal's assessment of reference:

2. Reference Contacted:

Name: _____

Date of Contacts: _____

Information Provided by Reference:

Would reference rehire applicant? Yes ___ No ___

Why or why not?

Principal's assessment of reference:

3. Reference Contacted:

Name: _____

Date of Contacts: _____

Information Provided by Reference:

Would reference rehire applicant? Yes ___ No ___

Why or why not?

4. Principal's assessment of reference: Reference Contacted:

Name: _____

Date of Contacts: _____

Information Provided by Reference:

Would reference rehire applicant? Yes ___ No ___

Why or why not?

Principal's assessment of reference:

Administrator's Signature _____ Date _____